**Policy on Students Requesting to Take All Courses Remotely After Fall 2020 Classes Start**

<table>
<thead>
<tr>
<th>Policy Title:</th>
<th>Policy on Students Requesting to Take All Courses Remotely After Fall 2020 Classes Start*</th>
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<tbody>
<tr>
<td>Type or category of Policy:</td>
<td>Administrative</td>
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<tr>
<td>Approval Authority:</td>
<td>Provost and Senior Vice President</td>
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<td>Responsible Executive:</td>
<td>Associate Vice President for Academic Affairs, Student Academic Success and Engagement</td>
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<td>Responsible Office:</td>
<td>Student Academic Success and Engagement (SASE)</td>
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<td>Owner Contact:</td>
<td>Glenn Braddock, <a href="mailto:gbraddock@siena.edu">gbraddock@siena.edu</a>, 518-782-6567</td>
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<td>Reviewed By:</td>
<td>Dr. Margaret Madden</td>
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<tr>
<td>Reviewed Date:</td>
<td>August 26, 2020</td>
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<td>Last Revised and Effective Date of Revision:</td>
<td>August 26, 2020</td>
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*This policy was developed as a response to the COVID-19 crisis. It applies to the Fall 2020 semester and its continuation will be reviewed periodically as the situation changes.*
Reason for Policy

This policy sets out the conditions and processes that apply to students who request all online/remote classes after the beginning of the Fall 2020 semester.

Scope of the Policy: Entities or Individuals affected by this policy

- All teaching faculty
- All faculty academic advisors and administrators/staff who work with students on class schedules
- All Financial Aid, SASE, Accessibility, and Community Living administrators/staff
- All directors of special programs (e.g., special degree programs, such as Nursing and Albany Medical Program; and other programs serving particular populations such as HEOP, athletes, and international students)
- All students

The Official Policy

Policy on Students Choosing to Take All Courses Remotely After Fall 2020 Classes Start

1. Students requesting all online/remote schedules after classes start must have discussions with their academic advisors to review the terms of this Remote Course Policy.

2. Students studying remotely will be charged the full tuition rate, the mandatory activity fee, and relevant course related fees.

3. Students should contact the Financial Aid Office to determine how their aid packages will change and other financial implications. Students taking courses remotely who are receiving veteran aid must check with their counselors to verify effects on their aid.

4. Students who have medical or health concerns for themselves may request special accommodations by notifying Health Services and the Office of Accessibility. When the review is completed and an accommodation granted, the student and SASE office will be notified. SASE will then notify the faculty of the student's change to remote learning.

5. Students who do not qualify for an accommodation should consult with any of their faculty not teaching fully online classes to determine if they can complete their classes remotely. Students should not assume that they will be permitted to complete a class remotely because other students are taking that class remotely. Faculty may have placed limits on the number of remote students who can be enrolled in particular classes.

6. Within the add/drop period, students who cannot complete one or more of their scheduled classes remotely should work with their academic advisors to determine if there are open seats in appropriate substitute classes. There is no guarantee that there will be open seats in classes meeting students' degree requirements and the add/drop period will not be extended.
7. Students studying remotely must acknowledge that all courses needed for them to stay on track to complete their degrees in four years may not be offered in a remote format during a given semester. This could affect their ability to graduate in four years without additional coursework in summer or winter terms, pending availability.

8. Students should be aware of the financial aid implications and the possibility of increased time to graduation if they decide to study part time.

9. Students in special programs (e.g., special degree programs, such as Nursing and Albany Medical Program; and other programs serving particular populations such as HEOP, athletes, and international students) must obtain permission from their program directors to determine their eligibility to continue in those programs remotely and whether related financial aid is affected.

10. Students may not live in college residences if all of their coursework is done online or remotely for the entire semester.

11. When students have received permissions to complete all of their classes remotely or have decided to study remotely on a part time basis, they should inform their academic advisors who will send the students the online version of the Remote Learning Agreement. Completing the Remote Learning Agreement during the semester will trigger a cancellation of the student's housing and meal plan requiring the student to vacate campus within 72 Hours.

Adopted: August 18, 2020

Reviewed: August 26, 2020

Revised: August 26, 2020